



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: January 5, 2025

TO: Robert Cloutier
FROM: Steve Puleo, Planning Director
Cc: Windham Planning Board
Aaron Hunter, P.E., Sebago Technics, Inc.

RE: #24-26 – Minor Subdivision – Monique Drive Subdivision – Monique Drive – Final Plan Review
– Robert Cloutier

Scheduled for Planning Board meeting: **January 13, 2025**

Thank you for submitting your application on December 23, 2024. The application status is **complete**. The staff has reviewed the application. Your application is **scheduled for review on January 13, 2025**. The Planning Board meeting is an "in-person meeting" at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30pm, and your attendance is required.

Project Information:

After-the-fact Subdivision to approve of 3 lots. Upgrades to Lisa and Jules Drive to establish the required road frontage for lot 49-D5. Tax Map: 11; Lot: 49D, 49D-4, 49D-5; Zone: Village Residential (VR) zoning districts in the Presumpscot River via Otter Brook watershed.

Fire Department:

- The nearest hydrant is at Presumpscot Road 700' north of Monique. Any dwelling units beyond the 1000' mark would need to be sprinkled. You can find this under Section 900 (5) Dead End Streets.

Town Engineer:

- Portions of the Jules Drive are less than the required 18' travel way required for a minor private road per Windham's land Use ordinance, Ch. 120, Appendix B. The road also does not appear to have a 5-ft right of way as required by the road standard. A waiver of these portions of the Town road standards has been submitted and may be reasonable pending the required site walk.
- Jules Drive does not have an existing turnaround, but the plans show that a hammerhead will be added, which appears to meet the design requirement in the Ch. 120 Appendix B.
- Monique Drive is approximately 1,100-ft long with no hammerhead turnaround or cul-de-sac and there is no public water or hydrants. A hammerhead or cul-de-sac is required, and it must meet the requirements in Ch. 120 Appendix B Attachment 2-12 or 2-13. Any houses beyond 1,000-ft will need to be sprinkled.
- Based on the Subdivision Plan sheet submitted, it does not appear that Monique Drive has the required width for a Minor Private Road (18'). It is also not clear whether the construction meets the road standard. The road construction will need to be assessed for general conformance during the site walk. If it turns out that the road doesn't meet these

requirements it will need to be upgraded appropriately and/or a waiver submitted and approved by the Planning Board.

Planning Department:

- The Planning Board decided to hold a Site Walk on January 11, 2025.
- Typically, the after-the-fact minor subdivision recording sheet 2 of 5, would be recorded at the Cumberland County Registry of Deeds, to make the Lots 1, 2, and 3 (Tax Maps; 11, Lot: 49-D05) legal conforming lots of record for development. Please amend to the sheet to include the General Notes found on the cover sheet, include a section for the Planning Board Conditions of Approval and a section for the Approved Waiver by the Planning Board.
- Include the following waiver on the recording sheet.
 - The waiver approval of [120-911-M\(5\)\(a\)\[1\]](#) and [§120-2 Attachment 2 - Appendix B](#).

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated September 3, 2024, December 23, 2025, as amended January 13, 2025 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner in accordance with [§120-912](#) of the Land Use Ordinance.
2. In accordance with [§120-914B\(5\)](#) of the Land Use Ordinance, the Construction of improvements covered by any subdivision plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. The developer may request a one-year extension of the construction completion deadline prior to the expiration of the period. Such request shall be in writing and shall be made to the Planner. The Town Manager may require an update to the schedule of values and the amount of the guarantee when accepting an extension of the construction period. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.
3. Prior to issuance of a building permit on, the [Recreation Impact Fee](#), [Open Space Impact Fee](#), [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permits necessary for the development of Lot 3 (Tax Map:11 Lot: 49-D05), [§120-1201C](#).
4. Prior to issuance of a building permit on Lot 3 (Tax Map:11 Lot: 49-D05), the applicant shall provide to the Planning Director a recorded Access Easement Exhibit A "Right of Way" pullout on Lot 3.

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and one (1) plan set. Email an electronic copy of your response letter, supporting documentation, and plan set. If I receive more comments, I will send them to you ASAP. We will need your response by January 8, 2025. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.

